



City of Seat Pleasant

Finance Department

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for me using information and communication technology, with the internet of things”. Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

Department: Finance

Date of Report 7-30-2018

Reporting Period 7-01-2018 to 7-31-2018

- 1. With the use of the NetSuite Accounting System the Finance Department electronically verified and processed 272 purchase orders during the month of June. Out of the 272 purchase orders 134 payments were sent out as checks. Out of those 134 checks 9 were Red Light camera checks, 24 were Speed Camera checks, and 101 were General Fund checks. Out of the 272 purchase orders entered 31 were paid via online ACH payment or Wire Transfer. 2 came out of the Red Light Camera Account, 3 came out of the Speed Camera account, while 26 came out of the General Fund account. To ensure faster payments, the Finance office is always looking for new ways to get money out to our vendors.**
- 2. As the Finance department enters the new fiscal year, the focus has been to continue with the digitization of documents. As of June 30th, the department has scanned in about 70% of the documents that no longer need a physical copy.**
- 3. The Finance department is preparing for the move to the swing space. We have been scanning in documents to reduce the amount of boxes we use while getting rid of documents that are no longer needed.**

Revenue

Revenue Center #	Revenue Center Name	Amount
4030	Personal Property Taxes	\$ 308,555.50
4035	Personal Property Taxes - CGS Funding	\$ 112,202.00
4050	MD State Income Tax	\$ 8,944.09
4115	Foreclose/Vacant Property Registration	\$ 300.00
4120	Vehicle Releases	\$ 3,300.00
4130	Parking Citations	\$ 1,535.00
4150	Offender Based Funding - Speed Camera	\$ 65,584.55
4155	Offender Based Funding - Red Light Camera	\$ 38,256.15
4156	Prior Year Collections - Red Light Camera	\$ 2,549.87
4157	Prior Year Collections - Speed Camera	\$ 6,187.80
4160	Business License	\$ 7,365.00
4170	Single Family Rental Licenses	\$ 100.00
4190	Building Permits	\$ 191.00
4250	Interest - CDs & Investments	\$ 4,765.37
4255	Interest - Checking Account	\$ 47.93
4270	Goodwin Park Event Rentals	\$ (100.00)
4306	LGIT-Deductible Reimbursement	\$ 3,017.49
4310	Copies/Faxes/Other Misc	\$ 384.49
4311	Police/Accident/Incident Reports	\$ 180.00
4313	Public Works Landscaping	\$ 25.00
4390	Open Space	\$ 56,675.01
	Total	\$ 620,066.25

Expenditures

Cost Center #	Cost Center Name	Amount
5260	Contractual Services	\$ 3,288.04
5380	Copier Contract	\$ 9.00
5440	Utilities	\$ 411.48
5610	Netsuite Yearly License Fee	\$ 1,309.76
	Total	\$ 5,018.28